SOCIETY REGISTRATION – CHANGE IN COMMITTEE MEMBER:

CITIZEN'S PORTAL USER MANUAL

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Following is the legend of icons / signs / symbols in the Application and in the User Manual

Buttons/Icons	Functionality	Usage/Remarks
Previous	Previous	To go back to the previous tab / section
Next	Next	To move to next tab
Proceed	Proceed	To save data on screen and proceed to the next Tab
Update	Update	While editing a record, to save the modified data
Cancel	Cancel	To cancel all data entered in the current step
Add	Add	To add another record in the table
Reset	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
Search	Search	To search to a file after providing file details
Tamil English	Radio Button	To select between two options given
Save as Draft	Save as Draft	To save the present data entered as a draft to continue later
Save and Continue	Save and Continue	To save the present data entered and continue further

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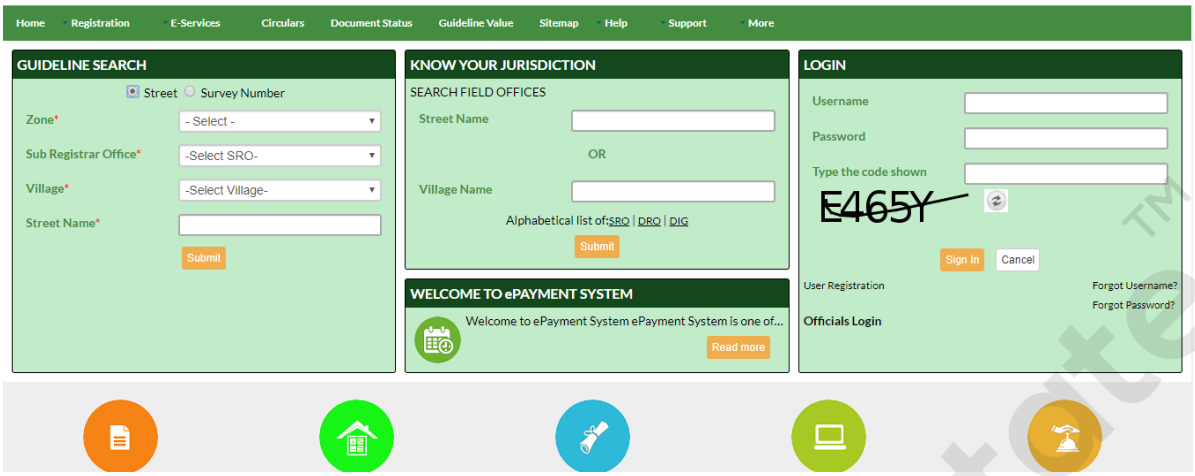


FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your username and password.

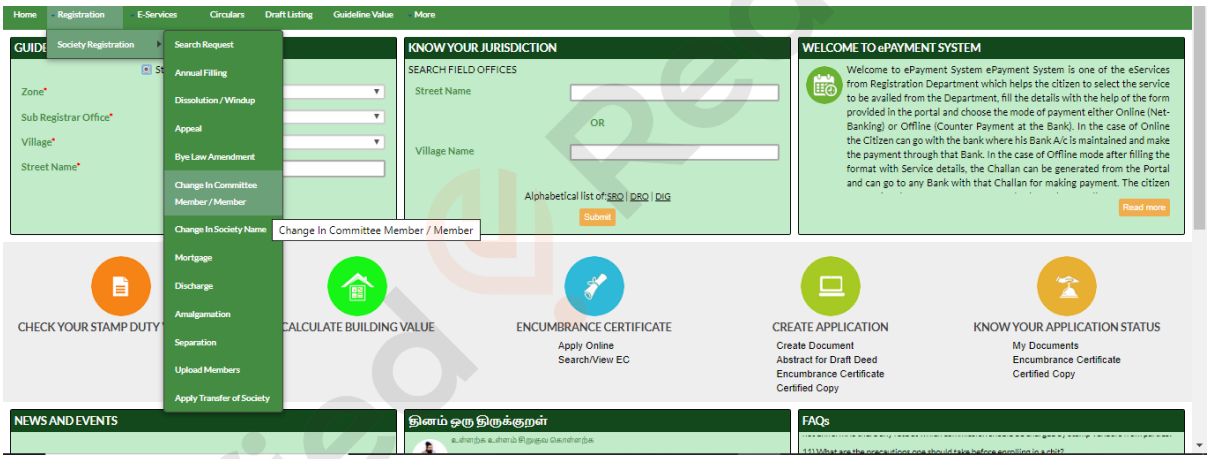


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for the society registration Change in Committee Member, click on Registration

Step 2: Then select society registration

Step 3: Then click on Change in Committee Member/Member

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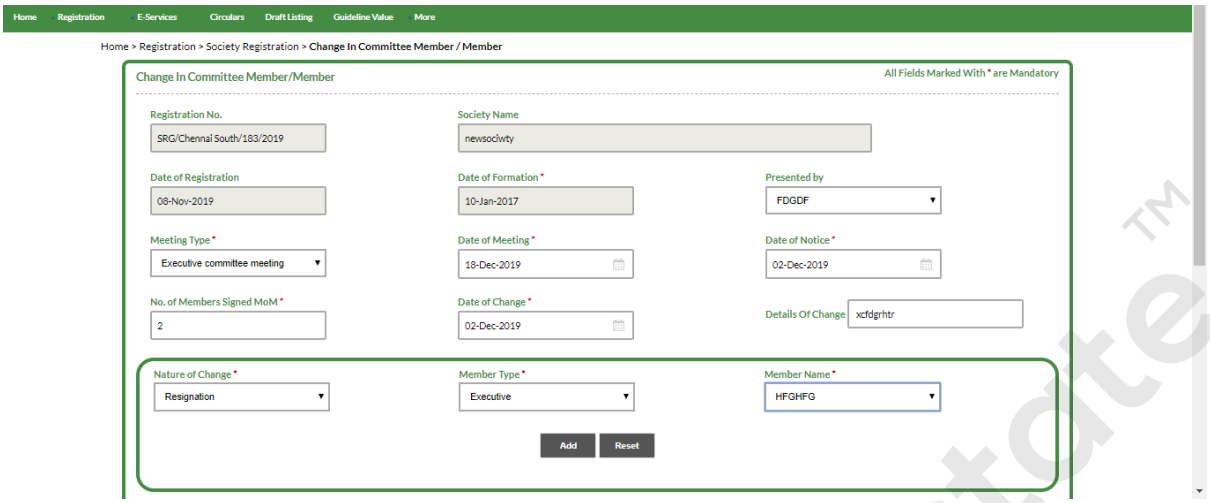


FIGURE 3: CHANGE IN COMMITTEE MEMBER/MEMBER

Step 1: The Registration No, Society Name, Date of Registration and Date of Formation will be populated automatically.

Step 2: Select the Date of General Body Meeting, Date of Notice and Date of Change.

Step 3: Use drop down to select the Presented by and Meeting type.

Step 4: Enter the No. of Member Signed Mom and Details of Change.

Step 5: Enter the new committee member and then use drop down to select the Nature of Change, Member Type and Member Name.

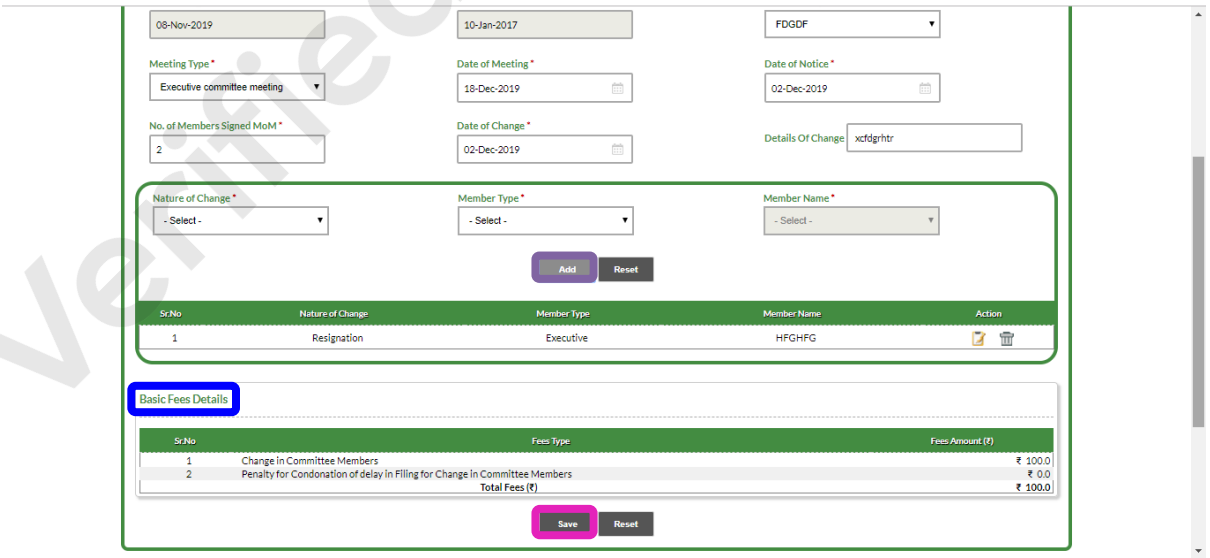


FIGURE 4: CHANGE IN COMMITTEE MEMBER/MEMBER AND BASIC FEES DETAILS

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Step 1: Click Add to add the new committee member details.

Step 2: View on Basic Fees Details.

Step 3: Click save to save the file details.

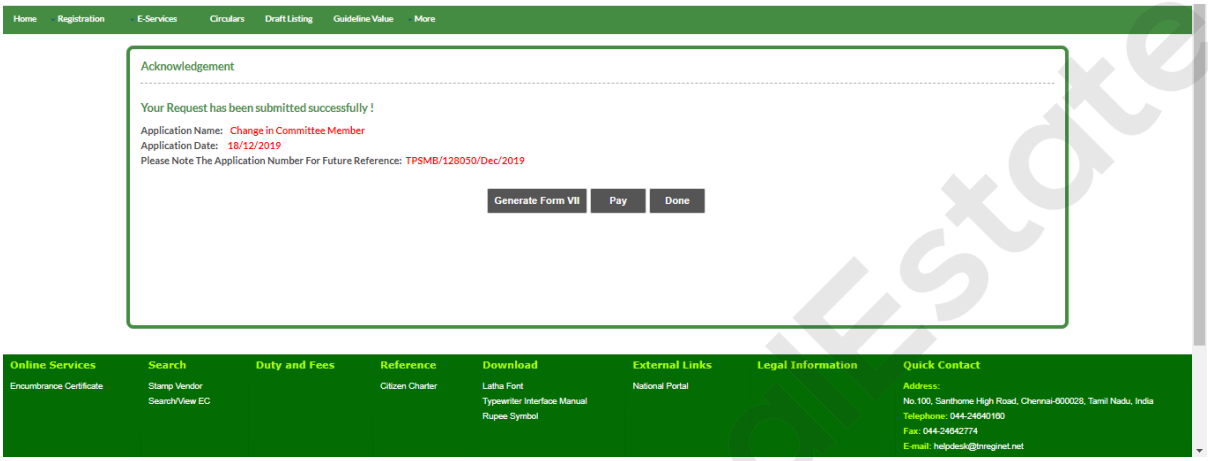


FIGURE 5: ACKNOWLEDGEMENT 1

Step 1: File has been submitted successfully.

Step 2: Make note of your Application Name, Application Date and Application Number for Future Reference.

Step 3: Click Generate Form VII and Form will be generated.

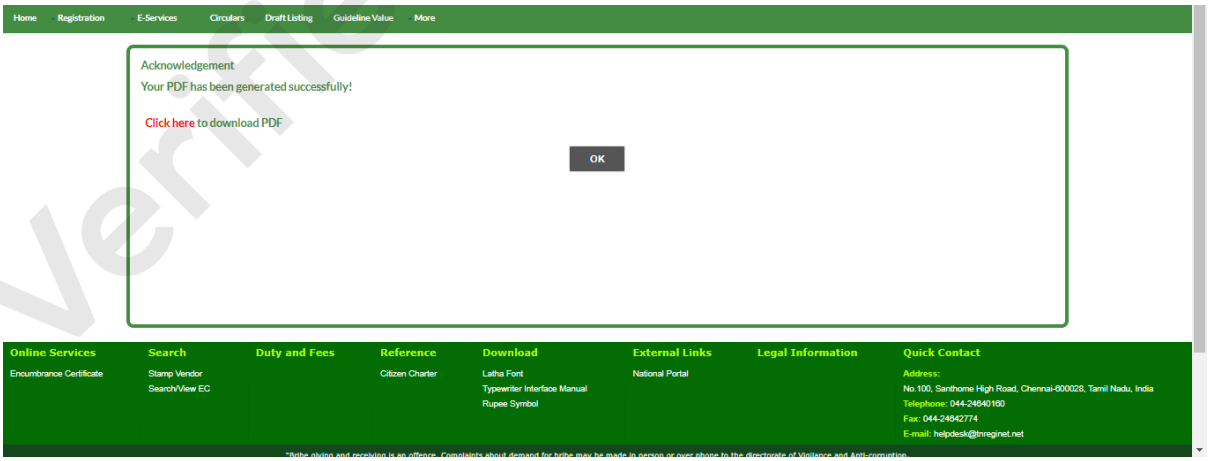


FIGURE 6: ACKNOWLEDGEMENT 2

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Step 1: Click here to download PDF file.

Step 2: Click ok to complete the process.

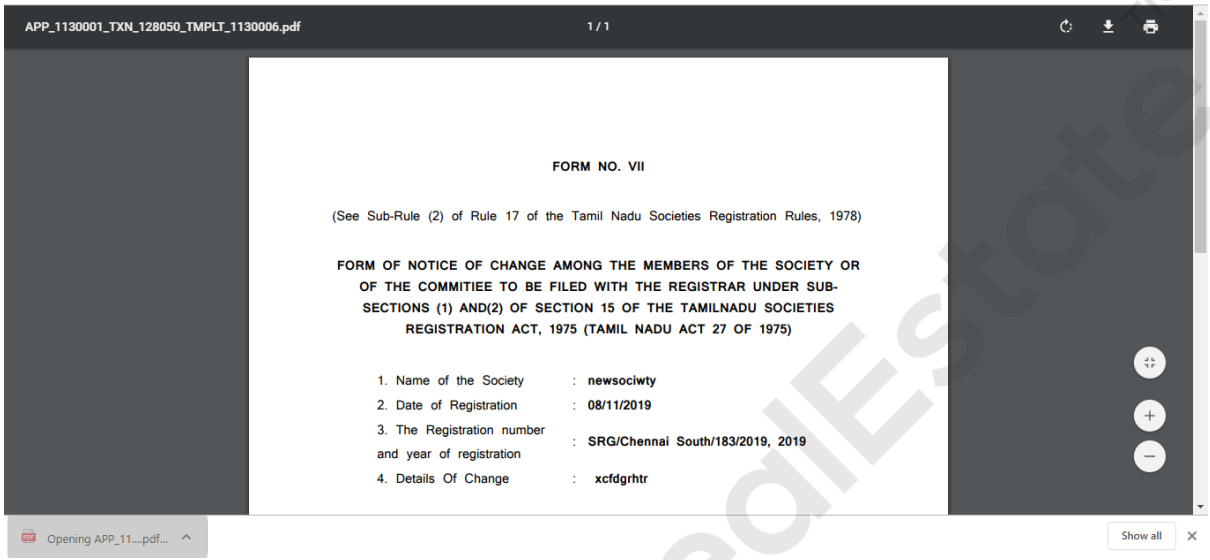


FIGURE 7: FORM NO. VII

Step 1: View the Form No VII

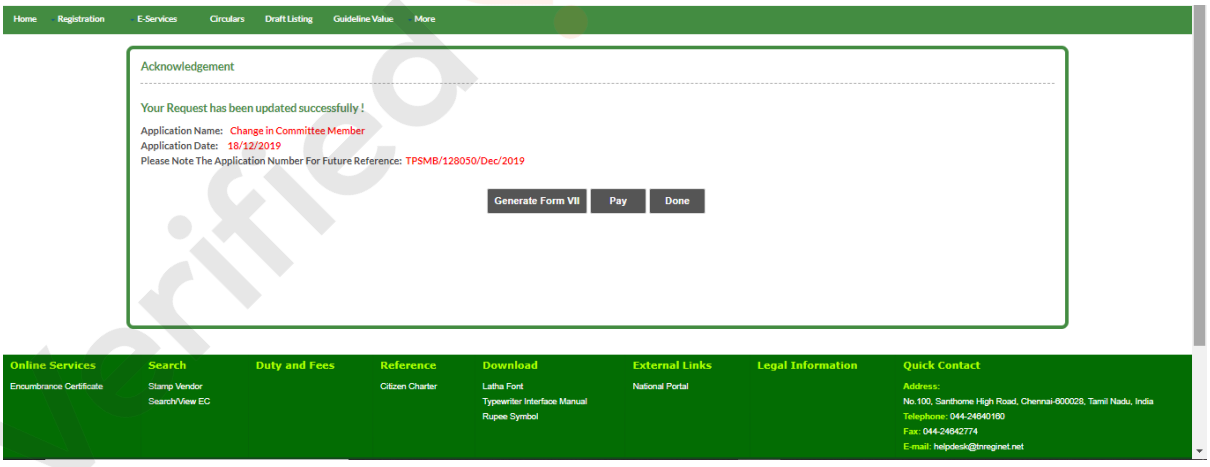


FIGURE 8: ACKNOWLEDGEMENT 2

Step 1: By clicking pay and done, we can do the action respectively.

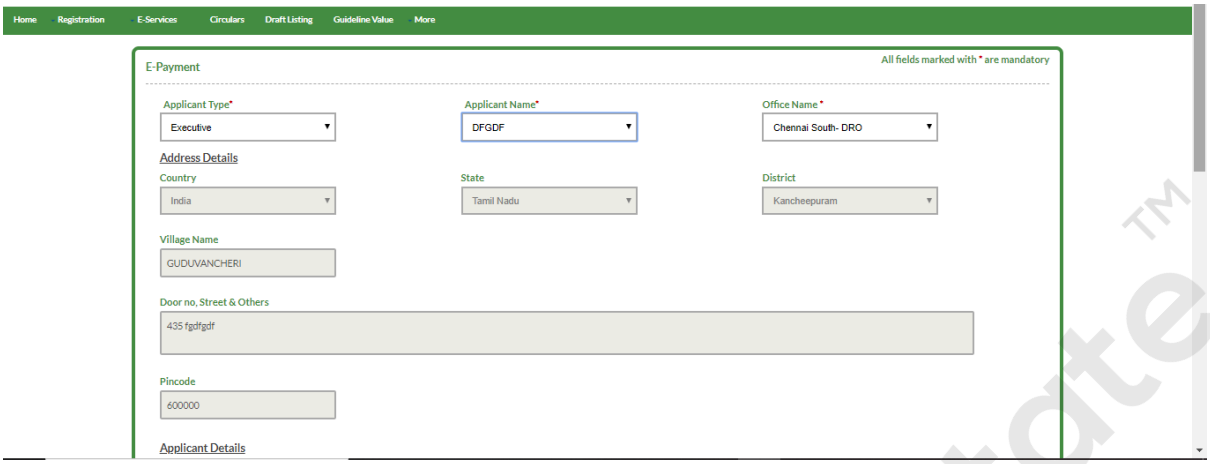


FIGURE 9: E-PAYMENT 1

Step 1: Use drop down to select the Applicant Type, Applicant Name and Office Name

Step 2: Address Details and Applicant Details will be populated automatically.

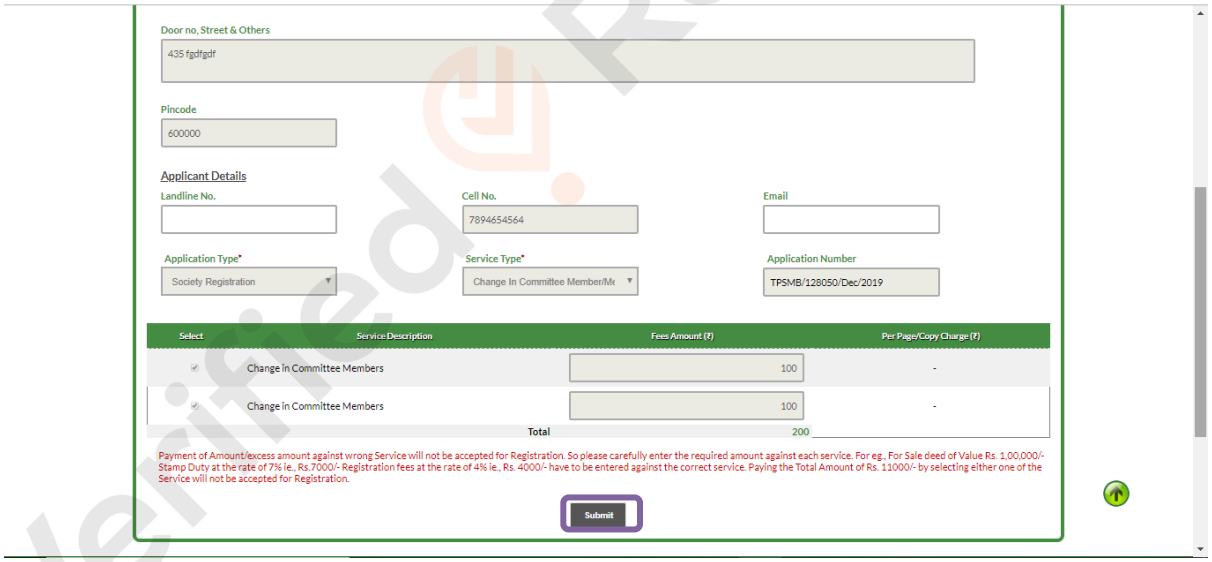


FIGURE 10: E-PAYMENT 2

Step 1: View on Service Description and click on submit

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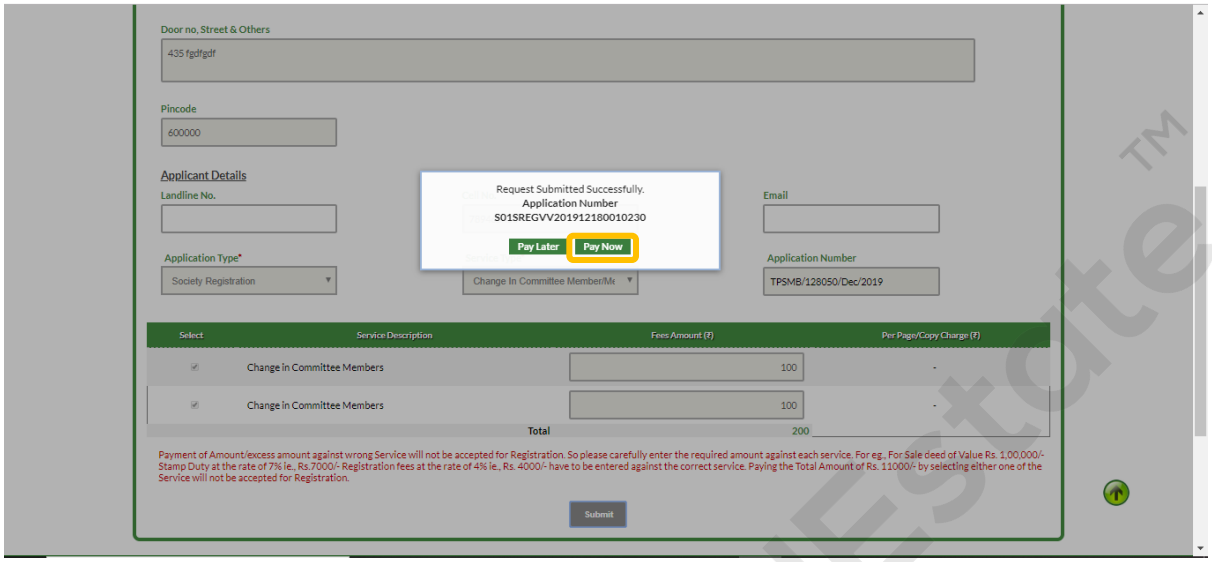


FIGURE 11: E-PAYMENT 3

Step 1: Once the Application is submitted and then click on Pay now to continue payment

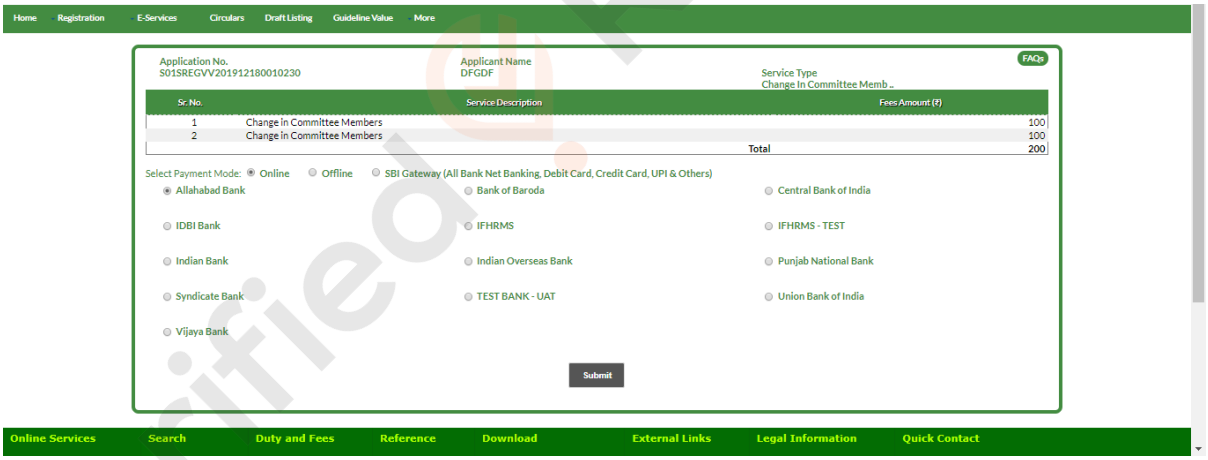


FIGURE 12: E-PAYMENT GATEWAY

Step 1: On clicking on Pay now, the site takes us to a payment gateway

Step 2: Select the mode of payment either online or offline

Step 3: Click on the Submit button

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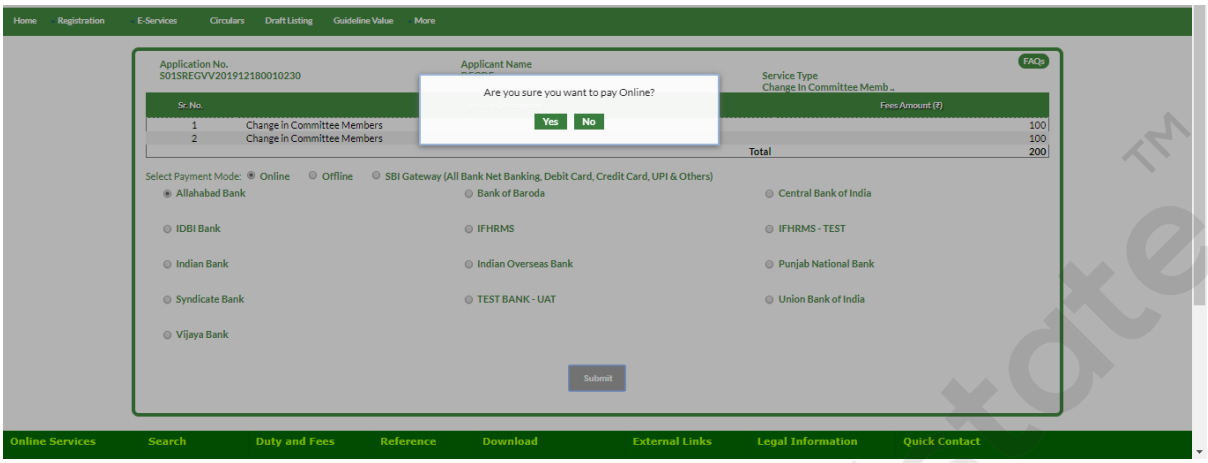


FIGURE 13: ONLINE CONFIRMATION

Step 1: Confirm whether we want to pay the payment through online and then click yes if else no

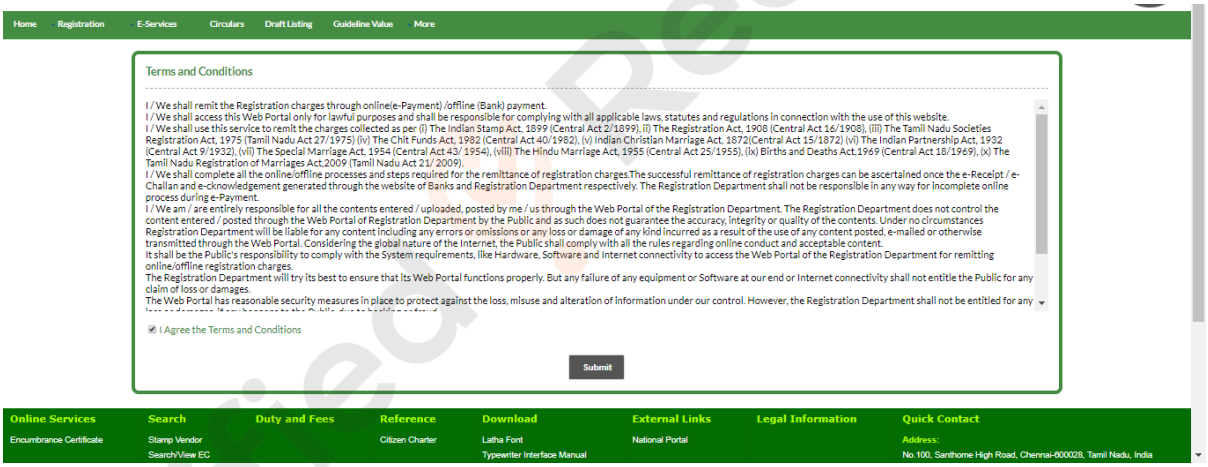


FIGURE 14: TERMS AND CONDITIONS

Step 1: Read the terms and conditions then check the box I Agree to the terms and conditions

Step 2: Click on the Submit button

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FIGURE 15: ONLINE PAYMENT 1

Step 1: The page is directed to a payment gateway for online payment



FIGURE 16: ONLINE PAYMENT 2

Step 1: On logging in complete the payment process

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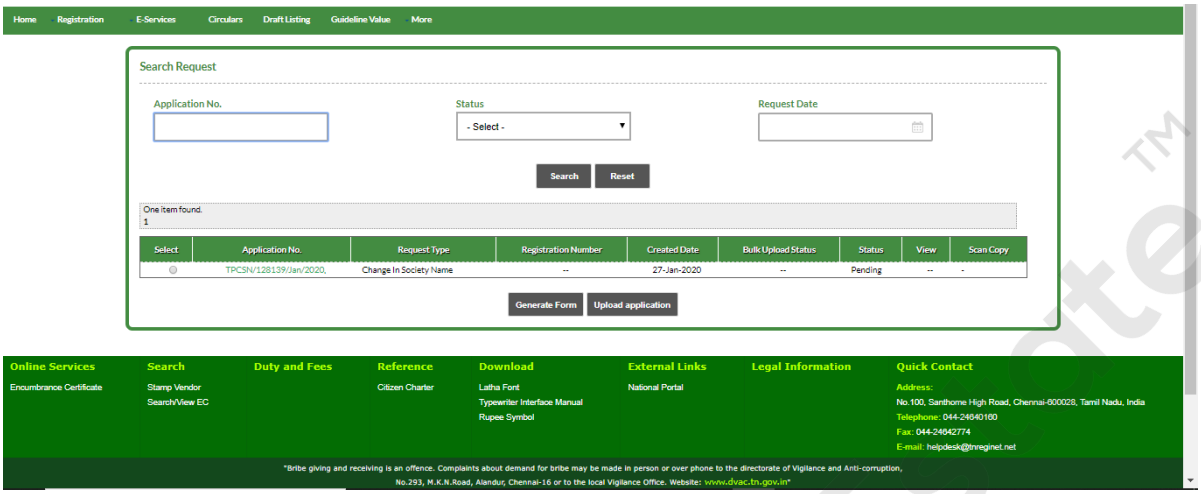


FIGURE 17: REQUEST LIST

Step 1: The Citizen can view the Status of the Request under Status

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